

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0218***

**FLSA: Exempt**

**CLASSIFICATION TITLE: SHOP SUPERVISOR, SENIOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise garage operations/activities and to coordinate the provision of vehicle maintenance services for the City's fleet of vehicles.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules to ensure adequate coverage; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Oversees garage operations and activities; reviews work orders and assigns projects to appropriate personnel; coordinates garage operations/activities with user departments; maintains twenty-four hour repair capabilities for emergency repairs.

Develops preventive maintenance programs and schedules.

Monitors inventory of parts, tools, and equipment; ensures availability of adequate parts and materials to conduct work activities; initiates requests for new/replacement items; receives and inspects equipment for compliance with specifications; balances inventory reports and submits adjustment reports for audit purposes.

Drafts and revises job descriptions.

Prepares or completes various forms, reports, correspondence, productivity charts, budget documents, or other documents.

Receives various forms, reports, correspondence, productivity reports, inventory reports, budget reports, specifications, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, scheduling, accounting, or other software programs.

Communicates with supervisors, employees, other departments, city officials, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

#### **ADDITIONAL FUNCTIONS**

Closes/secures garage premises; locks doors and gates.

Reviews and analyzes work orders for pricing audits.

Calculates work estimates for customers.

Maintains employee files and records.

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in automotive mechanics; supplemented by three (3) years previous experience and/or training that includes automotive mechanics, vehicle maintenance, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

#### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, noise extremes, machinery, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.